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From: Jetter, James

To: rchiang@cleancookstoves.org

Copy To: asticklor@cleancookstoves.org; christa-roth@foodandfuel.info; clorange@engr.colostate.edu; deankstill@gmail.com; Mitchell, John; lhamilton@cleancookstoves.org; mgorritty@gmail.com; mjohnson@berkeleyair.com; Morgan.Defoort@colostate.edu; rjthmps2@illinois.edu; sbentson@aprovecho.org; Ebersviller, Seth

Delivered Date: 01/21/2013 01:40 PM EST

Subject: 1 week until RTKC training!

Attachments: Alliance training.pptx [496 KB]; Preview of Testing.pptx [8201 KB]

To All (trainers and facilitators):

Attached are two draft presentations:
- Overview of Cookstove Test Facilities (to explain facilities before tour on Tuesday morning)
- Preview of Testing (to explain procedures before demonstration and training in lab on Wednesday)

Please let me know if you have any comments or questions.

Can those of us at ETHOS meet on Saturday evening as soon as the program ends to discuss the training?

Best regards,
Jim

[Alliance training.pptx](#)[Preview of Testing.pptx](#)

From: Ranyee Chiang <rchiang@cleancookstoves.org>
To: Jim Jetter/RTP/USEPA/US@EPA, Dean Still <deankstill@gmail.com>
Cc: Amy Sticklor <asticklor@cleancookstoves.org>, "christa-roth@foodandfuel.info" <christa-roth@foodandfuel.info>, "Christian L'Orange" <clorange@engr.colostate.edu>, John Mitchell/DC/USEPA/US@EPA, Marcelo Gorritty <mgorritty@gmail.com>, "Michael Johnson (mjohnson@berkeleyair.com)" <mjohnson@berkeleyair.com>, "DeFoort,Morgan" <Morgan.Defoort@colostate.edu>, "Ryan Thompson (rjthmps2@illinois.edu)" <rjthmps2@illinois.edu>, Samuel Bentson <sbentson@aprovecho.org>, Seth Ebersviller/RTP/USEPA/US@EPA, Laurel Hamilton <lhamilton@cleancookstoves.org>
Date: 01/15/2013 05:31 PM
Subject: RE: 2 weeks until RTKC training

Laurel and I are finalizing the agenda and participant list (waiting for a few RSVPs and confirmations). When that's set, we'll share that with the whole group. Most languages will have representation from at least 2 participants, so hopefully this will help facilitate the training (along with written materials). And I'll send out a list of questions for people to think about ahead of time so that people are prepared to share in the discussion, and that will be based on the discussion topics in the agenda and Jim's list below. And any additional suggestions from you.

If people have had a chance to connect and plan with their co-presenters/co-discussion leaders, then I think we don't need a group conference call. But if there are any parts of the agenda where people have questions or if things aren't fleshed out yet, then we can schedule a call for that smaller group. My message from last week was to make sure that people have had a chance to connect and plan. So let me know if that's not the case and we can make sure to catch up on things.

Ranyee

From: Jetter.Jim@epamail.epa.gov [<mailto:Jetter.Jim@epamail.epa.gov>]
Sent: Tuesday, January 15, 2013 4:59 PM
To: Dean Still
Cc: Amy Sticklor; christa-roth@foodandfuel.info; Christian L'Orange; Mitchell.John@epamail.epa.gov; Marcelo Gorritty; Michael Johnson (mjohnson@berkeleyair.com); DeFoort,Morgan; Ranyee Chiang; Ryan Thompson (rjthmps2@illinois.edu); Samuel Bentson; Ebersviller.Seth@epamail.epa.gov
Subject: Re: 2 weeks until RTKC training


Hi Dean,

Thank you for good suggestions.

As you suggest, we will be adaptive as we get more info from the participants regarding their needs. We will be very flexible to make the most of this great training opportunity.

Regards,

Jim



Dean Still ---01/15/2013 02:25:22 PM---Hi Jim, I don't know what the level of English comprehension will be. Let's be

From: Dean Still <deankstill@gmail.com>
To: Jim Jetter/RTP/USEPA/US@EPA
Cc: Ranyee Chiang <rchiang@cleancookstoves.org>, Amy Sticklor <asticklor@cleancookstoves.org>, "christa-roth@foodandfuel.info" <christa-roth@foodandfuel.info>, "Christian L'Orange" <clorange@engr.colostate.edu>, John Mitchell/DC/USEPA/US@EPA, Marcelo Gorritty <mgorritty@gmail.com>, "Michael Johnson (mjohnson@berkeleyair.com)" <mjohnson@berkeleyair.com>, "DeFoort,Morgan" <Morgan.Defoort@colostate.edu>, "Ryan Thompson (rjthmps2@illinois.edu)" <rjthmps2@illinois.edu>, Seth Ebersviller/RTP/USEPA/US@EPA, Samuel Bentson <sbentson@aprovecho.org>
Date: 01/15/2013 02:25 PM
Subject: Re: 2 weeks until RTKC training

Hi Jim,

I don't know what the level of English comprehension will be. Let's be adaptive if there's a segment of folks who are not following all English discussions. Handouts work well to give more time to read the material.

There will be many helpers and we could assist in small groups like with the WBT? Looking forward to helping.

All Best,

Dean

On Mon, Jan 14, 2013 at 10:29 AM, <Jetter.Jim@epamail.epa.gov> wrote:

To All,

Attached is the latest agenda with minor edits.

Here are my thoughts about the first two days of the training/workshop...

On Tuesday morning, we'll have a quick tour of our laboratory test facilities, but before the tour, we would like to briefly discuss (in the first classroom session):

- different options for test systems
- reasons for the design of our system
- how our system works (explain it before they see it)
- draft presentation attached - please let me know if you have comments

I think the first session will prompt the beginning of a good long discussion on:

- what is different among the test centers?
- what is the same?
- what works best to meet various requirements for testing?
- what are good practices that apply to all centers?
- how can we harmonize among the centers?

After the tour, the discussion will continue before and after lunch.

On Tuesday afternoon, we would like to preview and explain the laboratory testing that will be done on Wednesday. We will explain what we will be doing and why we are doing it - I think the explanation will be easier in a classroom (than in the lab), and it will continue to prompt discussions among the whole group.

On Wednesday, we'll split into two groups (as Ranyee suggested) - so we won't have too many people in the lab at one time.

- Group A will do one WBT in the lab in the morning and do data processing and analysis in a classroom in the afternoon.
- Group B will do one WBT in the lab in the afternoon and do data processing and analysis in a classroom on Thursday morning.

During the lab activities, we'll have about 17 or 18 people in each group. I expect there will be many questions and discussions, and we'll need to have at least three of us acting as trainers and facilitators (leaders are designated in the agenda, but we can use everyone who is available).

What do you think? Please let us know your comments, or do you think we (or a sub-group) need to have a conference call and/or we can meet at ETHOS to discuss the training/workshop?

Two weeks to go! We are very excited and looking forward to working with you all!

Regards,

Jim

(See attached file: *Intensive_Training_Workshop_-_Detailed_Agenda[1].docx*)(See attached file: *Alliance training.pptx*)



Ranyee Chiang ---01/10/2013 04:55:08 PM---Greetings, I hope you're all as excited as I am about visiting the EPA lab for the training. We hav

From: Ranyee Chiang <rchiang@cleancookstoves.org>
To: Jim Jetter/RTP/USEPA/US@EPA, Seth Ebersviller/RTP/USEPA/US@EPA, John Mitchell/DC/USEPA/US@EPA, "Christa-roth@foodandfuel.info" <christa-roth@foodandfuel.info>, "Marcelo Gorritty" <mgorritty@gmail.com>, "Ryan Thompson" <rthmps2@illinois.edu>, "DeFoort,Morgan" <Morgan.DeFoort@colostate.edu>, Christian L'Orange <clorange@ener.colostate.edu>, "Michael Johnson" <mjohnson@berkeleyair.com> <mjohnson@berkeleyair.com>
Cc: Amy Sticklor <asticklor@cleancookstoves.org>
Date: 01/10/2013 04:55 PM
Subject: 2.5 weeks until RTKC training

Greetings,

I hope you're all as excited as I am about visiting the EPA lab for the training. We have about 2.5 weeks left and I wanted to check in with everyone to make sure things are on track. I've attached the latest agenda. Hopefully the discussion and session leaders working together have had a chance to connect. Let me know if there's anything that I can help with, or if you have any questions or gaps.

If there are any materials that need to be printed ahead of time, Selena Murphy (Murphy.Selena@epamail.epa.gov) at EPA should be able to help with that. And for any equipment/materials questions, I recommend getting in touch with Jim and Seth.

I also wanted to confirm with everyone that we will have the UNF videographer in with us for most of the week. He will be recording the sessions so that we can share the lessons broadly. The segments will be edited together and shared through the Alliance's Knowledge Hub. If you don't want to be recorded, let us know so that we can make sure to let the videographer know. The videographer may also pull individuals out to do targeted interviews to provide more background info or details.

I'm looking forward to seeing everyone soon!
Ranyee

Ranyee Chiang, Ph.D.
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[attachment "Intensive Training Workshop - Detailed Agenda.docx" deleted by Jim Jetter/RTP/USEPA/US]

Please consider the environment before printing this email.